

**NEW JERSEY MODEL AGREEMENT**  
**FOR SCHOOL-SPONSORED, UNPAID, CAREER ORIENTATION**  
**STRUCTURED LEARNING EXPERIENCES**

*(N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2 Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards, 6A:19-6.4 Structured Learning Experiences)*

**PART I: STUDENT INFORMATION**

Student#: \_\_\_\_\_ Student Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Career Cluster: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Position: \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_ Employer ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Work Site Mentor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ School Credits/Documentation: \_\_\_\_\_

Hours of Activities: From \_\_\_\_\_ to \_\_\_\_\_ Weekend: From \_\_\_\_\_ to \_\_\_\_\_

**EMERGENCY CONTACT INFO: Name:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_

**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the **school district** agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student's records reflecting the unpaid career orientation structured learning experience, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that an unpaid career orientation structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the structured learning experience meets the following regulations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified career orientation learning objectives related to the unpaid activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive credit for time spent at the worksite;

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- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In compliance with the **NJ Department of Labor Child Labor Laws**, the **school district and business/agency** will ensure that the student and parent or guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid career orientation structured learning experience.

Name/Title of School Administrator \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of  
District: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Federal ID# \_\_\_\_\_ Name of Business/Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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**INSURANCE STATEMENT:** The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid career orientation structured learning experience. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this unpaid structured learning experience.

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**PART 3: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the unpaid career orientation structured learning experience listed below:

- (1) I will maintain regular attendance both in school and on the structured learning experience site, complete and file assessment reports, and notify the school and workplace mentor if I am unable to report to the structured learning experience site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
- (3) I will talk to the appropriate school personnel or workplace mentor about any difficulties arising during the structured learning experience.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the district staff person with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in my student training plan.

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I understand that this structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the ***NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**~~PART 4: PARENT/GUARDIAN RESPONSIBILITIES~~**

I agree to the following conditions of the unpaid career orientation structured learning experience:

- (1) I will encourage my child or ward to effectively carry out the structured learning experience assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the supervising teacher.

I understand that this unpaid structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the ***NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

I hereby give my consent for \_\_\_\_\_ to participate in unpaid structured learning experience activities during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 5: COMPLETION OF UNPAID CAREER ORIENTATION STRUCTURED LEARNING EXPERIENCE**

Upon completion of the unpaid career orientation structured learning experience I certify that the student has received training in the areas indicated on the attached student training plan:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District SLE Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Credit Awarded (if applicable): \_\_\_\_\_

***ATTACHMENT: Student Training Plan***

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**NOTE:** Attach a copy of the student training plan (N.J.A.C. 6A:19) and a copy of the student's signed employment certificate (N.J.S.A. 34:2-21.1) to this document before signatures are gathered.

**Training Plan** (N.J.A.C. 6A:19, NJDOE) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

**This form may be used for the following school-sponsored, unpaid career orientation structured learning experience placements as defined in Section II of the "Guidelines for Structured Learning Experiences":**

- 12<sup>th</sup> grade options
- Job shadowing
- School-based enterprise
- Service learning
- School-to-work activities
- Sheltered workshops
- Vocational assessment
- Vocational-technical education for life skills and paid employment
- Vocational exploration
- Volunteering

**Link to "Guidelines for Structured Learning Experiences":** [http://www.nj.gov/njded/voc/sle\\_man.htm](http://www.nj.gov/njded/voc/sle_man.htm)